# PROPOSAL SUMMARY AND ROUTING FORM

**Proposal Title:** Master of Science – Criminal Justice Administration – New Courses

**Initiating Individual:** Timothy M. Eklind  **Initiating Department or Unit:** School of Criminal Justice

**Contact Person’s Name:** Timothy M. Eklind  **Email:** eklint@ferris.edu  **Phone:** 517-231-5082

- [ ] Group I-A – New Degree, major, concentration, minor, or redirection of a current offering
- [ ] Group I-B – Deletion of a degree, major, concentration, or minor
- [x] Group II-A – New Course, modification of a course, deletion of a course
- [ ] Group II-B – Minor Curriculum Clean-up
- [ ] Group III – Certificate (College Credit □ Non-credit □ New Certificate)
- [ ] Group IV – Other site location (College Credit □ Non-credit □)

<table>
<thead>
<tr>
<th>PLEASE PRINT AND SIGN YOUR NAME</th>
<th>DATE</th>
<th>VOTE/ACTION * Number Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Representative **</td>
<td>Greg Vander Kooi</td>
<td>1-14-16</td>
</tr>
<tr>
<td>Department/School/Faculty</td>
<td>Timothy M. Eklind</td>
<td>12/10/15</td>
</tr>
<tr>
<td>Representative Vote **</td>
<td>Cecil Quinn</td>
<td>1-14-16</td>
</tr>
<tr>
<td>Department/School Administrator</td>
<td>Timothy M. Eklind</td>
<td>12/10/15</td>
</tr>
<tr>
<td>College Curriculum Committee/Faculty</td>
<td>Timothy M. Eklind</td>
<td>12/10/15</td>
</tr>
<tr>
<td>UCC Representative</td>
<td>Glen Okonski</td>
<td>1/14/16</td>
</tr>
<tr>
<td>Dean</td>
<td>Steve Reifert</td>
<td>1/14/16</td>
</tr>
<tr>
<td>University Curriculum Committee **</td>
<td>Liza Ing</td>
<td>1/14/16</td>
</tr>
<tr>
<td>Senate **</td>
<td></td>
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<tr>
<td>Academic Affairs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale.

** Number Count must be given for all members present and/or voting.

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To be completed by Academic Affairs

Date of Implementation: Click here to enter text.

President (Date Approved)  Board of Trustees (Date Approved)  Academic Officers of MI (Date Approved)
1. Proposal Summary: (Summary is generally less than one page. Briefly state what is proposed with a summary of rationale and highlights)
   The school of criminal justice wishes to change two of the core course offerings used to meet the scholarly research and evaluation requirements for the Master of Science - Criminal Justice Administration degree. Currently, students are required to take CRIM 650 Criminal Justice Research Methodology (fall) and CRIM 625 Criminal Justice Data Collection and Analysis (spring). The proposed change involves the creation of two new courses that would replace the current offerings. The proposal seeks to create stand alone courses for both quantitative and qualitative inquiry respectively. Each course would address the epistemological considerations unique to each approach within the context of criminal justice research. There are three primary issues we are attempting to resolve with these changes: (1) when students are admitted during a spring semester, they are required to enroll in the data collection and analysis course prior to completing the research methods class as to not increase their time to degree. This can negatively impact student success as many students lack the foundational knowledge necessary to fully engage in data collection and analysis without benefit of the methodology course. (2) The proposed changes will significantly increase instruction regarding qualitative inquiry. (3) The courses need to focus more sharply on preparing practitioners to interpret empirical findings to inform their professional practice. Please note that each class will address key epistemological assumptions, terminology, data collection, data analysis, and a critical review of published criminal justice literature using both methodological approaches.

2. Summary of Curricular Action (Check all that apply to this proposal)
   - New
   - Modification
   - Deletion

   Name of Degree, Major, etc.: N/A

3. Summary of All Course Action Required: (Click here to enter text.)

   A. Newly Created Courses to be Added to the Catalog
      | Prefix | Number | Title                      |
      | CRIM  | 645    | Quantitative Inquiry       |
      | CRIM  | 655    | Qualitative Inquiry        |

   B. Courses to be Deleted from FSU Catalog
      | Prefix | Number | Title                          |
      | CRIM  | 645    | Criminal Justice Data Collection and Analysis |
      | CRIM  | 655    | Criminal Justice Research Methods |

   C. Existing Courses to be Modified
      | Prefix | Number | Title                          |
      |        |        |                                |

   D. Addition of existing FSU courses to program
      | Prefix | Number | Title                      |
      | CRIM  | 645    | Quantitative inquiry       |
      | CRIM  | 655    | Qualitative Inquiry        |

   E. Removal of existing FSU courses from program
      | Prefix | Number | Title                          |
      | CRIM  | 625    | Criminal Justice Data Collection and Analysis |
      | CRIM  | 650    | Criminal Justice Research Methods |

4. Summary of All Consultations
   Form Sent (B or C)  Date Sent  Responding Department  Date Received & By Whom
   - Click here to enter text  - Click here to enter text  - Click here to enter text  - Click here to enter text

5. Will External Accreditation be sought? (For new programs or certificates only)
   - Yes
   - No

6. Is a PCAF required?  - Yes  - No  Is the PCAF approved?  - Yes  - No  (If yes, supply link on Academic Affairs website where PCAF is posted.)
7. Program Checksheets affected by this proposal (Check all that apply to this proposal)

- [x] Add Course
- [x] Delete Course
- [ ] Modify Course
- [ ] Change Prerequisite
- [ ] Move from required to elective
- [ ] Move from elective to required
- [ ] Change Outcomes and Assessment Plan
- [ ] Change Credit hours

8. List all Checksheets affected by this proposal:

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Human Services</td>
<td>School of Criminal Justice</td>
<td>Master of Science – Criminal Justice Administration</td>
</tr>
</tbody>
</table>
CURRICULUM CONSULTATION FORM

FORM B
Effective Fall 2015

To be completed by each department affected by the proposed change, addition, or deletion. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the administrator of the department to be consulted.

2. The department must respond within 10 business days of receipt of this form to ensure inclusion in the final proposal. The completed original is returned to the Academic Senate Office to be inserted into the proposal and a copy is returned to the initiator.

   Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the consulted department. This response must be in writing and will be included in the proposal following the original consultation form.

RE: Proposal Title Master of Science – Criminal Justice Administration – New Courses

Initiator[s]: Timothy M. Eklín
Proposal Contact: Timothy M. Eklín Date Sent:
Department: School of Criminal Justice Campus Address: 1349 Cramer Circle, Big Rapids

Responding Department: School of Criminal Justice
Administrator: Click here to enter text Date Received: Click here to enter text Date Returned: Click here to enter text.

Based upon department faculty review on Click here to enter text (Date) we:

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current curriculum including prerequisites, scheduling, room assignments, and/or faculty load for your department. Use additional pages, if necessary. Click here to enter text.
CURRICULUM CONSULTATION FORM

For proposals affecting graduate and professional curricula

1. This completed form should be forwarded with the proposal to the chair of the University Graduate and Professional Council.

2. The University Graduate and Professional Council must respond within 10 business days of receipt of this form to insure inclusion in the final proposal. The completed original form is returned to the Academic Senate office to be inserted into the proposal and a copy is returned to the initiator.

   **Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

3. The Proposing Department must respond to any concerns by the Council. This response must be in writing and will be included in the proposal following the original consultation form.

**RE: Proposal Title:** Master of Science — Criminal Justice Administration — New Courses

<table>
<thead>
<tr>
<th>Initiator(s): Timothy M. Ekl</th>
<th>Date Sent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy M. Ekl</td>
<td></td>
</tr>
</tbody>
</table>

| Department: School of Criminal Justice | Campus Address: 1349 Cramer Circle, Big Rapids |

Response from: University Graduate and Professional Council (UGPC)

| Chair: [Click here to enter text] | Date Received: [Click here to enter text] | Date Returned: [Click here to enter text] |

Based upon University Graduate and Professional Council review on [date] [Click here to enter text], we

- [ ] Support the above proposal
- [ ] Support the above proposal with the modifications and concerns listed below.
- [ ] Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on current graduate and professional programs at the university. Use additional pages, if necessary. [Click here to enter text].
FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. FLITE must return the original form to the Academic Senate office to be inserted in the proposal and a copy to the initiator. FLITE must respond within 10 business days of receipt of this form to ensure that the form is included in the final proposal.

**Failure to respond by 10 business days of receipt of this form is interpreted as support for the proposal.**

RE: Proposal Title: Master of Science – Criminal Justice Administration – New Courses

Projected number of students per year affected by proposed change: 40

<table>
<thead>
<tr>
<th>Initiator(s)</th>
<th>Timothy M. Ekliln</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Contact</td>
<td>Timothy M. Ekliln</td>
</tr>
<tr>
<td>Department</td>
<td>School of Criminal Justice</td>
</tr>
<tr>
<td>Campus Address</td>
<td>1349 Cramer Circle, Big Rapids</td>
</tr>
</tbody>
</table>

Liaison Librarian Signature: [Click here to enter text.]
Date Sent: [Click here to enter text.]

Date Received: [Click here to enter text.]
Date Returned: [Click here to enter text.]

Based upon our review on (date) [Click here to enter text.], FLITE concludes that:

- [ ] Library resources to support the proposed curriculum change are currently available.
- [ ] Additional Library resources are needed but can be obtained from current funds.
- [ ] Support, but significant additional Library funds/resources are required in the amount of $ [Click here to enter text.].
- [ ] Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, or other FLITE programs. Use additional pages if necessary. [Click here to enter text.]

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**Form C**
Effective Fall 2015
FERRIS STATE UNIVERSITY
MASTER OF SCIENCE - CRIMINAL JUSTICE ADMINISTRATION

FORM D
Revised Feb 2015

Checksheets

MAJOR, MAJOR WITH CONCENTRATION, MINOR OR CERTIFICATE CHECKSHEET(S)

Insert both the current curriculum checksheet (if applicable) and the proposed curriculum checksheet.

• LABEL CHECKSHEETS AS "FORM D CURRENT" and "FORM D PROPOSED."

CHECKSHEET GUIDELINES

Because checksheets are a summary of the requirements for completing a major, major with concentration, minor or certificate granted by Ferris State University, it is essential that all University checksheets contain all of the information listed below:

• Total credits required; specifying the minimum number of credits earned at FSU

• General Education requirements per catalog guidelines; include course levels, prerequisites and semester offered (if applicable)

• Minimum number of 300 and 400 level courses

• All course prerequisites

• Any special admissions, continuation, or graduation requirements

• Student Learning Outcomes clearly linked to measurable Program Assessment Strategies (See Appendix D Writing Student Learning Outcomes)

A Term-by-Term plan for completion of the offering is recommended.

It is recommended that checksheets include information about when required courses are typically offered.
FERRIS STATE UNIVERSITY
MASTER OF SCIENCE – CRIMINAL JUSTICE ADMINISTRATION

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>PROGRAM CORE – 15 Credit Hours Required</th>
<th>S.H.</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM 605</td>
<td>Legal Issues in Criminal Justice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRIM 615</td>
<td>Nature of Crime</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRIM 625</td>
<td>Criminal Justice Data Collection and Analysis (Current)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRIM 630</td>
<td>Seminar in Law Enforcement OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRIM 640</td>
<td>Seminar in Corrections</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRIM 650</td>
<td>Criminal Justice Research Methodology (Current)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

ADMINISTRATION – 9 Credit Hours Required:

| CRIM 608 | Organizational Leadership              | 3    |       |
| CRIM 673 | Human Resource Management              | 3    |       |
| CRIM 665 | Financial Management for CJ Administrators | 3 |     |

CULMINATING EXPERIENCE (Select one option) – 6 Credit Hours Required:

<table>
<thead>
<tr>
<th>OPTION 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM 660</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM 670</td>
</tr>
<tr>
<td>CRIM 699</td>
</tr>
</tbody>
</table>

This degree requires 30 semester hours for graduation.

** CRIM 660 CJ Thesis is offered during the summer session each year. If a student does not complete their work by the end of the summer, an IP (in progress) grade will be given until the work is completed. Each semester after the summer session the student must register for 1 credit of CRIM 697 (Special Studies in Criminal Justice)

Revised 12/7/2015
FERRIS STATE UNIVERSITY  
MASTER OF SCIENCE – CRIMINAL JUSTICE ADMINISTRATION  

**This degree requires 30 semester hours for graduation.**  
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<td>CRIM 605 Legal Issues in Criminal Justice</td>
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<tr>
<td>CRIM 615 Nature of Crime</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRIM 645 Quantitative Inquiry (NEW)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRIM 630 Seminar in Law Enforcement OR</td>
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<tr>
<td>CRIM 640 Seminar in Corrections</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRIM 655 Qualitative Inquiry (NEW)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### ADMINISTRATION – 9 Credit Hours Required:  
| CRIM 608 Organizational Leadership | 3    |       |
| CRIM 673 Human Resource Management | 3    |       |
| CRIM 665 Financial Management for CJ Administrators | 3    |       |

### CULMINATING EXPERIENCE (Select one option) – 6 Credit Hours Required:  

#### OPTION 1  
| CRIM 660 Criminal Justice Thesis** | 6    |       |

#### OPTION 2  
| CRIM 670 Graduate Topics in Criminal Justice | 3    |       |
| CRIM 699 Comprehensive Review/Exam | 3    |       |

Revised 12/7/2015
FERRIS STATE UNIVERSITY

MASTER OF SCIENCE – CRIMINAL JUSTICE ADMINISTRATION

until the final work is approved

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

1. Demonstrate a critical understanding of the criminal justice system and its relationship to society.
2. Demonstrate advanced, in-depth knowledge of the nature of crime and current policy issues.
3. Develop understanding of research methods, program evaluations, and grant writing and its application for agencies.
4. Demonstrate the development or enhancement of administrative skills necessary for supervisory positions and an awareness of governmental issues and accountability.
5. Enhance both written and oral communication skills.

Revised 12/7/2015
# FERRIS STATE UNIVERSITY
**MASTER OF SCIENCE -- CRIMINAL JUSTICE ADMINISTRATION**

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>PROGRAM CORE - 15 Credit Hours</th>
<th>S.H.</th>
<th>GRADE</th>
</tr>
</thead>
</table>
| CRIM 605 | Legal Issues in Criminal Justice | 3    | Fall Main  
Fall odd years Grand Rapids  
Fall even years Howell |
| CRIM 615 | Nature of Crime                  | 3    | Fall Main  
Fall even Grand Rapids  
Fall odd Howell |
| CRIM 625 | Criminal Justice Data Collection and Analysis (Current) | 3 | Spring Main  
Spring odd Grand Rapids  
Spring even Howell |
| CRIM 630 | Seminar in Law Enforcement OR    |      | Spring Main  
Spring even Grand Rapids  
Spring odd Howell |
| CRIM 640 | Seminar in Corrections           | 3    | Fall Main  
Fall odd Grand Rapids  
Fall even Howell |
| CRIM 650 | Criminal Justice Research Methodology (Current) | 3 | Fall Main  
Fall odd Grand Rapids  
Fall even Howell |

**ADMINISTRATION - 9 Credit Hours Required:**

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</table>
| CRIM 608 | Organizational Leadership       | 3    | Fall Main  
Spring even Grand Rapids  
Spring odd Howell |
| CRIM 673 | Human Resources Management      | 3    | Spring Main  
Spring odd Grand Rapids  
Spring even Howell |
| CRIM 665 | Financial Management for CJ Administrators | 3 | Spring Main  
Fall even Grand Rapids  
Fall odd Howell |

**CULMINATING EXPERIENCE (Select one option) - 6 Credit Hours Required:**

**OPTION 1**

<table>
<thead>
<tr>
<th>REQUIRED</th>
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<td>CRIM 660</td>
<td>Criminal Justice Thesis **</td>
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<td>------</td>
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</table>

**OPTION 2**

<table>
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</thead>
<tbody>
<tr>
<td>CRIM 670</td>
<td>Graduate Topics in Criminal Justice</td>
<td>3</td>
<td>Summer ALL CAMPUSES</td>
</tr>
</tbody>
</table>
| CRIM 699 | Comprehensive Review/Exam        | 3    | Spring (enrollment dependent)  
Summer annually  
*Main campus ONLY* |

This degree requires 30 semester hours for graduation.

** CRIM 660 CJ Thesis is offered during the summer session each year. If a student does not complete their work by the end of the summer, an IP (in progress) grade will be given until the work is completed. Each semester after the summer session, the student must register for 1 credit of Crim 697 (Special Studies in Criminal Justice) until the final work is approved.**
# FERRIS STATE UNIVERSITY

**MASTER OF SCIENCE -- CRIMINAL JUSTICE ADMINISTRATION**

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<th>GRADE</th>
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</thead>
</table>
| CRIM 605 | Legal Issues in Criminal Justice | 3    | Fall Main  
           |                                  |      | Fall odd years Grand Rapids  
           |                                  |      | Fall even years Howell        |
| CRIM 615 | Nature of Crime                 | 3    | Fall Main  
           |                                  |      | Fall even Grand Rapids        |
| CRIM 645 | Quantitative Inquiry (NEW)      | 8    | Spring Main  
           |                                  |      | Spring odd Grand Rapids       |
| CRIM 640 | Seminar in Corrections          | 3    | Spring Main  
           |                                  |      | Spring even Grand Rapids       |
| CRIM 655 | Qualitative Inquiry (NEW)       | 8    | Fall Main   
           |                                  |      | Fall odd Grand Rapids         |
|          |                                |      | Fall even Howell |

**ADMINISTRATION - 9 Credit Hours Required:**

| CRIM 608 | Organizational Leadership       | 3    | Fall Main  
           |                                  |      | Spring even Grand Rapids       |
| CRIM 673 | Human Resources Management      | 3    | Spring Main  
           |                                  |      | Spring odd Grand Rapids        |
| CRIM 665 | Financial Management for CJ Administrators | 3 | Spring Main  
           |                                  |      | Spring even Howell             |

**CULMINATING EXPERIENCE (Select one option) - 6 Credit Hours Required:**

**OPTION 1**

| CRIM 660 | Criminal Justice Thesis **      | 6    |              |

**OPTION 2**

| CRIM 670 | Graduate Topics in Criminal Justice | 3 | Summer All CAMPUSES |
| CRIM 699 | Comprehensive Review/Exam         | 3 | Spring (enrollment dependent)  
           |                                  |      | Summer annually               |
|          |                                  |      | *Main campus ONLY*            |

This degree requires 30 semester hours for graduation.

** CRIM 660 CJ Thesis is offered during the summer session each year. If a student does not complete their work by the end of the summer, an IP (in progress) grade will be given until the work is completed. Each semester after the summer session, the student must register for 1 credit of Crim 697 (Special Studies in Criminal Justice) until the final work is approved.
COURSE INFORMATION FORM

Complete all items below (New or Current)
Check all boxes where modifications are being made.

Course Identification

☐ Prefix (current): Click here to enter text. ☐ Number (current): Click here to enter text. Contact Hours (current): Click here to enter text.
Lecture ☐ Lab ☐ Seminar ☐ [Enter contact hours per week in blank above.]

☒ Prefix (proposed) CRIM ☒ Number (proposed) 645 Contact Hours (proposed): 45
Lecture ☐ Lab ☐ Seminar ☐

☐ Title (current):
☒ Title (proposed): CRIM 645 Quantitative Inquiry

☐ Credit Hours (current): ☐ Prerequisites (current): Click here to enter text. ☐ Co-requisites (current): Click here to enter text.

☒ Credit Hours (proposed): 3 ☒ Prerequisites (proposed): CI Graduate Status ☒ Co-requisites (proposed): None

☐ Course Description (current) 125 words maximum: Click here to enter text.

☐ Course Description (proposed) 125 words maximum: This course provides an introduction to quantitative research methods and statistical concepts. Students will gain an understanding of the stages of quantitative research design. The course is focused on the basics of descriptive and inferential statistics. The students will learn various techniques that are used in describing and interpreting quantitative data from empirical studies. Students will gain hands-on experience in data collection, analysis, program evaluation, and grant writing. The overarching intent is to prepare graduates to appropriately assess the efficacy of published empirical studies to better inform their decision making as criminal justice practitioners.

☐ Course Outcomes and Assessment Plan (current):

☒ Course Outcomes and Assessment Plan (proposed): Upon completion of this course, students are expected to be able to (1) Articulate the vocabulary necessary to discuss quantitative research (2) Analyze the key assumptions regarding the epistemological foundation for quantitative analysis (3) Differentiate and interpret descriptive and inferential statistics (4) Collect and analyze data using SPSS and make inferences regarding the findings. (5) Critically interpret quantitative peer-reviewed empirical studies within the criminal justice field. (6) Critique and completed grant applications (7) Produce evidence of critical thinking in written work and oral communication. Assessment methods: Homework assignments, exams, presentations, and SPSS practical. These course outcomes align with program level outcomes 3 and 5 as found on Form D.

☐ Course Outline Including Time Allocation (current): Click here to enter text.

 Weeks (15 weeks), Hours (45 hours, assuming 3 contact hours per week, Percentages (100 percent)

☒ Course Outline Including Time Allocation (proposed): Weeks (15 weeks), Hours (45 hours, assuming 3 contact hours per week.

Epistemological perspective and terminology based on the qualitative culture of inquiry (5 hours)
Exploration into various statistical concepts and models (16 hours)
SPSS instruction and practice (6 hours)
Data collection, analysis, and interpretation (10 hours)
Grant writing techniques and program analysis (2 hours)
Critical interpretation of findings from peer-reviewed quantitative studies (6 hours)
COURSE INFORMATION FORM

Complete all items below (New or Current)

Check all boxes where modifications are being made.

Course Identification

☐ Prefix (current): Click here to enter text. ☐ Number (current): Click here to enter text. Contact Hours (current): Click here to enter text.
Lecture ☐ Lab ☐ Seminar ☐ [Enter contact hours per week in blank above.]

☐ Prefix (proposed): CRIM ☐ Number (proposed): 655 Contact Hours (proposed): 45
Lecture ☐ Lab ☐ Seminar ☐

☐ Title (current):

☐ Title (proposed): CRIM 655 Qualitative Inquiry

☐ Credit Hours (current): ☐ Prerequisites (current): Click here to enter text. ☐ Co-requisites (current): Click here to enter text.

☐ Credit Hours (proposed): 3 ☐ Prerequisites (proposed): CI Graduate Status ☐ Co-requisites (proposed): None

☐ Course Description (current) 125 words maximum: Click here to enter text.

☐ Course Description (proposed) 125 words maximum: This course provides an introduction to qualitative research methods. Students will gain an understanding of the stages of qualitative research design. The focus of the course is on the basics of various qualitative methodological approaches. The students will learn various techniques that are used in describing and interpreting qualitative data from empirical studies. Students will gain hands-on experience in data collection and analysis. The overarching intent is to prepare graduates to appropriately assess the efficacy of published empirical studies to better inform their decision making as criminal justice practitioners.

☐ Course Outcomes and Assessment Plan (current):

☐ Course Outcomes and Assessment Plan (proposed): Upon completion of this course, students are expected to be able to (1) Articulate the vocabulary necessary to discuss qualitative research (2) Analyze the key assumptions regarding the epistemological foundation for qualitative analysis (3) Determine appropriate methodological approaches to answer research questions from the qualitative perspective (4) Collect, transcribe, code, and analyze interview data and make inferences regarding the findings. (5) Critically interpret qualitative peer-reviewed empirical studies within the criminal justice field. (6) Produce evidence of critical thinking in written work and oral communication. Assessment methods: Homework assignments, exams, presentations, interviewing practical, and data coding. These course outcomes align with program level outcomes 3 and 5 as found on Form D.

☐ Course Outline including Time Allocation (current): Click here to enter text.

Weeks (15 weeks), Hours (45 hours, assuming 3 contact hours per week, Percentages (100 percent)

☐ Course Outline including Time Allocation (proposed): Weeks (15 weeks), Hours (45 hours, assuming 3 contact hours per week).

Epistemological perspective and terminology based on the qualitative culture of inquiry (5 hours)
Exploration into various qualitative methodological perspectives (16 hours)
Interview skill development (6 hours)
Data collection, transcription, analysis, and interpretation (12 hours)
Critical Interpretation of findings from peer-reviewed qualitative studies (6 hours)
CREATE NEW COURSE – Course Data Entry Form

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, FORM F’s that reflect the prerequisite change must be submitted for all those courses as well. See Appendix E for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code): 201508 (Fall)

II. NEW COURSE ATTRIBUTES:

A. Course Prefix: CRIM  B. Number: 645
C. Contact Hours: 45  Lecture ☐ Lab ☐ Seminar ☐ 3 hours × 15 weeks = 45 hours
D. Practicum ☐ Independent Study ☐ [Check Box as appropriate. See Definitions in Appendix E]
E. Course Title: Quantitative Inquiry [Limit to 30 characters including punctuation and spaces]
F. College Code: ED  G. Department Code: CRIM  H. Credit Hours: Variable ☐ Fixed ☐
I. Minimum Credit Hours: 3  J. Maximum Credit Hours: 3 [Enter number is space.]
K. Hours May be Repeated for Extra Credit: Yes ☐ No ☐
L. Levels: Undergraduate ☐ Graduate ☒ Professional ☐
M. Grade Method: Normal Grading ☐ Credit/No Credit (Pass/Fail) ☐
N. Does proposed new course replace an equivalent course? Yes ☐ No ☐
O. Equivalent Course: Prefix: CRIM  Number: 625
P. Catalog Description: This course provides an introduction to quantitative research methods and statistical concepts. Students will gain an understanding of the stages of quantitative research design. The course is focused on the basics of descriptive and inferential statistics. The students will learn various techniques that are used in describing and interpreting quantitative data from empirical studies. Students will gain hands-on experience in data collection, analysis, program evaluation, and grant writing. The overarching intent is to prepare graduates to appropriately assess the efficacy of published empirical studies to better inform their decision making as criminal justice practitioners.

Q. Term Offered: Fall  R. Max Section Enrollment: 20  Lecture: 20  Lab:
S. Prerequisites or Restrictions: If none, leave blank. CJ Graduate Status
T. Co-requisites: Courses must be taken concurrently. If none, leave blank. Limit to 100 characters including punctuation and spaces. None

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code

Basic Skill (BS) ☐ General Education ☐ Occupational Education ☐ G E Codes: Click here to enter text:

UCC Chair Signature/Date  Academic Affairs Approval Signature/Date

OFFICE OF THE REGISTRAR USE ONLY

Date Rec’d: Click here to enter text. Date Completed: Click here to enter text. Entered: SCACRSE ☐ SCADTL ☐ SCARRS ☐ SCAPREQ ☐
CREATE NEW COURSE – Course Data Entry Form

COMPLETE ALL SECTIONS BELOW. If this course is to be used as a prerequisite for other university courses, FORM F’s that reflect the prerequisite change must be submitted for all those courses as well. See Appendix E for Completing Forms.

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Desired Term Effective (6 digit code): 201701 (Spring)

II. NEW COURSE ATTRIBUTES:

A. Course Prefix: CRIM  B. Number: 655
C. Contact Hours: 45  Lecture ☑ Lab ☐ Seminar ☐ 3 hours x 15 weeks = 45 hours
D. Practicum ☐ Independent Study ☐ [Check Box as appropriate. See Definitions in Appendix E]
E. Course Title: Qualitative Inquiry [Limit to 30 characters including punctuation and spaces]
F. College Code: ED G. Department Code: CRIM H. Credit Hours: Variable ☐ Fixed ☑
I. Minimum Credit Hours: 3 J. Maximum Credit Hours: 3 [Enter number is space.]
K. Hours May Be Repeated for Extra Credit: Yes ☐ No ☑
L. Levels: Undergraduate ☐ Graduate ☑ Professional ☐
M. Grade Method: Normal Grading ☑ Credit/No Credit (Pass/Fail) ☐
N. Does proposed new course replace an equivalent course? Yes ☐ No ☑
O. Equivalent Course: Prefix: CRIM  Number: 650
P. Catalog Description: This course provides an introduction to qualitative research methods. Students will gain an understanding of the stages of qualitative research design. The focus of the course is on the basics of various qualitative methodological approaches. The students will learn various techniques that are used in describing and interpreting qualitative data from empirical studies. Students will gain hands-on experience in data collection and analysis. The overarching intent is to prepare graduates to appropriately assess the efficacy of published empirical studies to better inform their decision making as criminal justice practitioners.

Q. Term Offered: Spring  R. Max Section Enrollment: 20  Lecture: 20  Lab:
S. Prerequisites or Restrictions: If none, leave blank. ☐ Graduate Status
T. Co-requisites: Courses must be taken concurrently. If none, leave blank. Limit to 100 characters including punctuation and spaces. None

To be completed by Academic Affairs Office: Standards & Measures Coding and General Education Code

Basic Skill (BS) ☐ General Education ☐ Occupational Education ☐ G E Codes: Click here to enter text

UCC Chair Signature/Date  Academic Affairs Approval Signature/Date

OFFICE OF THE REGISTRAR USE ONLY

Date Rec’d: Click here to enter text  Date Completed: Click here to enter text  Entered: SCASE ☐ SCADET ☐ SCARRS ☐ SCAPREQ ☐